



Etz Chaim Jewish Primary School Headteacher Recruitment Pack February 2022





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Welcome from the Chair of Governors

Dear Applicant

Thank you for your interest in the Headteacher role at Etz Chaim Jewish Primary School. I hope you find this information pack a useful introduction to our school.

The vacancy has arisen as a result of our current Head deciding to explore new opportunities after 10 successful years at Etz Chaim including being the founding Head Teacher.

Etz Chaim Jewish Primary School is a one form entry primary school which caters for children between the ages of 4-11 (Reception to Year 6 inclusive) serving the local community in Mill Hill, North London. The school is committed to the practice of Modern Orthodox Judaism. The school opened in September 2011 and was excited to be one of the first new Free Schools that year.

Our approach is founded on the belief that the curriculum should be child-centred, based on practical, hands-on and concrete experiences, so that each child can build his/her knowledge, skills, concepts and attitudes through understanding. We use a thematic topic based approach as a vehicle to teach all areas of the curriculum and develop basic skills.

The school upholds an ethos of high expectations which provides children with challenging opportunities where they acquire skills, knowledge and confidence that can be applied to all future learning experiences. These opportunities encourage respect, self-belief, excellence and enjoyment and prepare our pupils for the next stage of their education.

In our last Ofsted review in November 2017 we were judged to be 'good' and we are making great strides to addressing our focus areas for improvement to become 'outstanding', with the school becoming NACE accredited in 2021.



Welcome from the Chair of Governors

In recruiting a new Headteacher we are seeking a someone who has the enthusiasm, drive and energy to move our school forward through its next stage of development.

The closing date for applications is the 7th March 2022. Shortlisting will be taking place on the 10th March 2022. For further information about our school, please visit our website.

If you wish to discuss the role please contact Chair of Governors, Marc Meyer at mmeyer@etzchaim-primarieschool.org.uk to arrange a time.

To arrange a visit to the school, please contact Governor, Sam Shaerf at sshaerf@etzchaim-primarieschool.org.uk.

Thank you for your interest in Etz Chaim. My colleagues and I look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Yours faithfully,

Marc Meyer
Chair of Governors



Our School



Etz Chaim Jewish Primary School is a one form entry primary school which caters for children between the ages of 4-11 (Reception to Year 6 inclusive) serving the local community in Mill Hill, North London.

The school primarily services the Mill Hill Community in the London Borough of Barnet. This is a popular school and the vast majority of our pupils live less than two miles from the school.

The school is committed to the practice of Modern Orthodox Judaism. We aim to develop within our pupils a positive commitment and passion for Judaism and British Values.

Our Jewish ethos and values permeate all aspects of school life and learning within it. Whether or not they are of the Jewish faith, we believe that every child will benefit by learning the ethics and moralities associated with Judaism. We want pupils to leave our school understanding how they can make a positive contribution to their community and the wider world.

Rabbi Yitzhak Shochet is the School's Honorary Principal. He is the Rabbi of the Mill Hill United Synagogue. A respected writer and broadcaster, Rabbi Schochet is a regular visitor to the school providing support and encouragement to staff and pupils alike.



Our Ethos

Etz Chaim is committed to the Jewish faith. Community, charity, religious knowledge and the ethical and moral values described in the Torah permeate all aspects of our school life.

Established in response to the local community's need for extra Jewish primary school places in the area, Etz Chaim Jewish Primary School is actively supported by local parents.

The school has a very strong link with the local community and Mill Hill United Synagogue, being fully supported by local Rabbonim.

Our pupils are successful learners who enjoy learning, make excellent progress and achieve well.

We develop children's personal skills to help them achieve academically and become lifelong learners and lovers of learning. Our graduates are confident individuals who are able to lead safe, healthy and fulfilling lives. Furthermore, they are responsible citizens who will make a positive contribution to British and Jewish society.

Etz Chaim Jewish Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff share this commitment.

The school is inclusive and accessible; one where equality of opportunity goes hand in hand with a broad and balanced curriculum to develop each child's potential. Furthermore, we promote an atmosphere of encouragement, acceptance and respect for achievements in which all children can thrive; a climate of warmth and support in which confidence and self-esteem can flourish.

We offer a broad and balanced curriculum, tailored to the needs of all our learners. This promotes subject related skills and knowledge, as well as the development of life skills and independence and safe and healthy lifestyle choices. The curriculum fosters the development of pupils' personal, social and emotional skills and qualities.

The School is also committed to promoting tolerance and respect for people of all faiths, cultures and lifestyles to prepare children and young people positively for life in modern Britain.

Key Information



Age Range:	4 - 11 years
Number of Children:	158
% of children with SEND	5.6%
% of children with English as an additional language:	3.7%
% of children on Free School Meals:	1.8%
% of children in receipt of Pupil Premium:	1.8%
OFSTED Rating	Good



Our New Headteacher

Our new Headteacher will have a good understanding and awareness of what is required to be a Headteacher of this type of school.

We are seeking a leader who will:

Share our passion and enthusiasm for all pupils; their learning and ability to reach their full potential must be at the heart of all school decisions.

Be a great role model and bring a fresh perspective to leading our ambitious school.

Share and embrace our commitment to the practice of Modern Orthodox Judaism although it is not necessary to be of this faith.

Have excellent interpersonal skills with the ability to communicate effectively and forge positive relationships with pupils, staff, parents, governors and other stakeholders.

Maintain and build progressively upon our school's broad and balanced curriculum with extra curricular and challenging opportunities for our children.

Be outward facing, able to represent the school's interests in the wider community and continue to strengthen relationships with a wide variety of external partners.

Support the wellbeing and continued professional development of staff and pupils.

We welcome applicants of all faiths and job share applicants.





We Can Offer

Etz Chaim School is a very successful and well-respected school, representing a broad spectrum of backgrounds.

We celebrate the Jewish values we share, and explore the differences that make each of us unique and offer you:

- **A fully inclusive and welcoming school with children who relish a child-centred approach to learning.**
- **A passionate, dedicated and hard working staff team who are highly motivated to provide our children with stimulating, challenging and memorable learning experiences.**
- **An engaged and approachable Governing Body who are ambitious for our school and want to ensure that Etz Chaim can continue to thrive and offer the best education for all children in our community.**
- **A school that is supportive of your wellbeing and offers a positive environment where your career development will be championed.**
- **A supportive, proactive parent body and strong links with the local community**





Job Description

Main Tasks

The main purpose of the Headteacher role is to provide professional leadership for Etz Chaim Jewish Primary School which secures its success and improvement, ensuring high-quality secular and Jewish education which inspires and motivates its pupils, improves standards of learning and achievement, and upholds the ethos of the practice of Modern Orthodox Judaism.

To carry out the duties set out in Part IX of the School Teachers' Pay and Conditions Document. The Headteacher's day-to-day work can be divided into the ten sections set out below and as outlined in the Department for Education's "Headteachers' Standards 2020" document.





Job Description

1. School culture

The Headteacher will:

- establish and sustain the ethos and strategic direction in partnership with the Governing Body and through consultation with the school community
- create a culture where pupils experience a positive and enriching school life
- uphold ambitious educational standards which is fully inclusive and promotes the best education for all pupils
- promote positive and respectful relationships across the school community and a safe, orderly and inclusive environment
- ensure a culture of high staff professionalism
- be a highly visible presence around the school and model expectations of staff and pupils work in collaboration with the SLT to share professional values and knowledge and understanding, celebrate achievements and take responsibility as a team for outcomes lead weekly assemblies

2. Teaching

The Headteacher will:

- establish and sustain high-quality, expert teaching across all subjects and phases, built on an evidence-informed understanding of effective teaching and how pupils learn
- ensure that teaching is underpinned by high levels of subject expertise and approaches which respect the distinct nature of subject disciplines or specialist domains
- ensure that effective use is made of formative assessment
- ensure that there is a clear understanding of what good and outstanding inclusive teaching looks like and monitor standards through observations and discussions
- work with the SLT and SENDCo to monitor the impact of provision and intervention, making adaptations as needed to promote good progress for all pupils



Job Description

3. Curriculum and assessment

The Headteacher will:

- ensure a broad, structured and coherent secular and Jewish curriculum which sets out the knowledge, skills and values that will be taught
- ensure that any skills gaps as a result of the COVID-19 pandemic are identified and processes put in place in the school to continue to address the needs of the school community (i.e. the staff, pupils and parents)
- establish effective curricular leadership, developing subject leaders with high levels of relevant expertise and with access to professional networks and communities
- ensure that all pupils are taught to read through the provision of evidence-informed approaches to reading, particularly the use of systematic synthetic phonics
- ensure that valid, reliable and proportionate approaches are used when assessing pupils' knowledge and understanding of the curriculum
- ensure that school performance information, both statutory and in-school information, is used to identify priorities for improvement

4. Behaviour

The Headteacher will:

- establish and sustain high expectations of behaviour for all pupils, built upon relationships, rules and routines, which are understood clearly by all staff and pupils
- ensure high standards of pupil behaviour and courteous conduct in accordance with the school's behaviour policy
- implement consistent, fair and respectful approaches to managing behaviour
- ensure that adults within the school model and teach the behaviour of a good citizen
- work in partnership with parents to improve pupil behaviour to include information about behaviour in the termly Headteacher Report to Governors



Job Description

5. Additional and special educational needs and disabilities

The Headteacher will:

- develop a strong working partnership with the school SENDCo
- ensure that the school holds ambitious expectations for all pupils with additional and special educational needs and disabilities
- establish and sustain culture and practices that enable pupils to access the curriculum and learn effectively
- ensure that the school operates effectively in partnership with parents, carers and professionals to identify the additional needs and special educational needs and disabilities of pupils, providing support and adaptation where appropriate
- ensure that the school fulfils its statutory duties with regard to the SEND code of practice

6. Professional development

The Headteacher will:

- ensure that staff have access to high-quality, sustained professional development opportunities, aligned to balance the priorities of whole-school improvement, team and individual needs
- prioritise the professional development of staff, ensuring effective planning, delivery and evaluation consistent with the approaches laid out in the standard for teachers' professional development
- ensure that professional development opportunities draw on expert provision from beyond the school, as well as within it, including nationally recognised career and professional frameworks and programmes to build capacity and support succession planning



Job Description

7. Organisational management

The Headteacher will:

- act as the Designated Safeguarding Lead for the school
- ensure the protection and safety of pupils and staff through effective approaches to safeguarding, as part of the duty of care
- prioritise and allocate financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds
- continuously review the efficiency of the staff to ensure that they are deployed and managed well with due attention paid to workload – both physical and mental wellbeing
- establish and oversee systems, processes and policies that enable the school to operate effectively and efficiently
- ensure rigorous approaches to identifying, managing and mitigating risk
- ensure that the website is maintained and contains up-to-date information

8. Continuous school improvement

The Headteacher will:

- make use of effective and proportional processes of evaluation to identify and analyse complex or persistent problems and barriers which limit school effectiveness, and identify priority areas for improvement
- develop appropriate evidence-informed strategies for improvement as part of well-targeted plans which are realistic, timely, appropriately sequenced and suited to the school's context
- ensure careful and effective implementation of improvement strategies, which lead to sustained school improvement over time
- work with the Governing Body and the SLT to set priorities for coming year in the School Development Plan
- work with the Governing Body to develop and implement a longer-term strategic plan for the school



Job Description

9. Working in partnership

The Headteacher will:

- Forge constructive relationships beyond the school, working in partnership with parents, carers and the local community
- develop an appropriate working relationship with the school Principal
- commit the school to work successfully with other schools and organisations in a climate of mutual challenge and support
- establish and maintain effective working relationships with fellow professionals and colleagues across other public services to improve educational outcomes for all pupils
- actively support the work of the PSA to work collaboratively on local projects
- actively engage in local authority groups such as network meetings and partnerships
- together with the Governing Body, run an annual parent survey and forum meeting to share information and to gather current opinions

10. Governance and accountability

The Headteacher will:

- understand and welcome the role of effective governance, upholding their obligation to give account and accept responsibility
- establish and sustain a professional working relationship with the Governing Body
- ensure that staff know and understand their professional responsibilities and are held to account ensure that the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- meet with the Chair of Governors and the Clerk to agree agendas for Governing Body meetings as required keep in regular contact with the Chair of Governors
- prepare for each Governing Body meeting a report to Governors providing information about all aspects of the school, including: attendance, teaching and learning, premises, finance, SEND etc
- ensure that all statutory reports and documents are kept updated and published on the school website and facilitate monitoring visits by Governors to the school
- This job description is illustrative of the general nature and level of responsibility of the role and is not necessarily a comprehensive definition of the post or all tasks that the Headteacher will carry out





Person Specification

Person Specification and Personal Statement

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the essential criteria for Qualifications, Knowledge and Experience and Professional Development Section. It is important to provide examples using the STAR acronym (situation, task, action, result) relating to the person specification criteria.

Be sure to provide evidence of additional aspects such as training, qualifications together with your background and experience within the personal statement.





Person Specification

Criteria	Essential or Desirable	Determination from:			
		Application	Interview	Tasks	References
Qualifications, Knowledge and Experience					
Qualified Teacher Status	E	✓			
Degree or Equivalent	E	✓			
Commitment to and experience of working with Foundation Stage, KS1 and KS2 pupils and staff	E	✓			
Recent successful senior leadership experience within a relevant setting (Headteacher, Deputy, Assistant Head or School Improvement Partner)	E	✓			
A proven track record of impact in improving pupil outcomes across the attainment range in a primary school	E	✓			
Demonstrates a commitment to and thorough understanding of safeguarding and child protection.	E				
Professional Development					
Evidence of appropriate and recent professional career development in preparation for the role of Headteacher	E	✓			
Evidence of recent leadership and management operational training and development	E	✓			
Has successfully undertaken approved safer recruitment training	E	✓			



Person Specification

Criteria	Essential or Desirable	Determination from:			
		Application	Interview	Tasks	References
Leadership Skills					
Ability to articulate a clear vision to a range of stakeholders	E	✓	✓	✓	✓
Proven record of inspiring, enabling and motivating others to succeed in an inclusive environment	E	✓	✓		✓
Ability to delegate and effectively achieve objectives and provide development opportunities for staff	E	✓	✓		✓
Demonstration of excellent communication skills, including written and verbal communication	E	✓	✓	✓	
Ability to build effective relationships with staff, families, governors and the wider school community	E	✓	✓	✓	✓
Successful track record of developing staff through effective performance management	E	✓	✓		✓
Commitment to developing practices that support staff wellbeing and professional development	E	✓	✓		
Experience of implementing a strategic plan across a whole setting, identifying priorities and evaluating the impact	E	✓	✓		✓
Experience of leading change effectively and successfully	E	✓	✓		✓
Commitment to safeguarding, child protection and to promoting health & safety and the wellbeing of pupils	E	✓	✓	✓	✓



Person Specification

Criteria	Essential or Desirable	Determination from:			
		Application	Interview	Tasks	References
Personal Qualities					
Acts as a role model for the school ethos and values	E	✓	✓	✓	
Shows understanding of Jewish customs, traditions and practices	E	✓	✓	✓	
Adaptable leadership style, hands on and visible, demonstrating personal impact and presence	E	✓	✓	✓	
Evidence of being pro-active, self-motivated, organised and able to manage own time and resources well, often under pressure.	E		✓	✓	
Communicates effectively, both orally and in writing and can build positive relationships with a wide range of audiences	E	✓	✓	✓	✓
Operates with integrity, authority, respect for others and authenticity	E		✓	✓	
Remains calm and resilient under pressure	E		✓		✓
Demonstrates a desire for continued self development	E		✓		
Brings a good sense of humour, enthusiasm and a passion for education to the role	E		✓	✓	✓



Person Specification

Criteria	Essential or Desirable	Determination from:			
		Application	Interview	Tasks	References
Desirable Criteria					
Breadth and depth of teaching and leadership experience in more than one school setting	D	✓	✓		
National Professional Qualification of Headship	D	✓			
Active involvement in effective school self-evaluation and development planning	D	✓	✓		
Understanding of strategic financial planning and its contribution to school development and pupil outcomes	D	✓	✓	✓	



Information for Candidates

Pay Range:	L15 – L21 - £51,314 - £69,509 (Outer London)
Start Date:	September 2022
Closing Date:	7th March 2022
Shortlisting Date:	10th March 2022
Interview Date:	21st March 2022

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we welcome suitably qualified applicants from all faiths and backgrounds to apply and to join us.

We also welcome Job Share applicants.

Visits to the school:	Please contact Sam Shaerf, Governor, to arrange a visit: sshaerf@etzchaim-primarieschool.org.uk You may also contact Marc Meyer, Chair of Governors, to discuss the role: mmeyer@etzchaim-primarieschool.org.uk
School website:	www.etzchaim-primarieschool.org.uk
Send applications to:	leadership.recruitment@hertsforlearning.co.uk

Etz Chaim Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment.

Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2021).



Information for Candidates

Application Form

Using the standard application form provided (CVs are not accepted) please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education. Include all the training you have completed, particularly those in recent years which have helped to prepare you for headship.

Person Specification and Personal Statement

When writing your responses it is really important you address each of the requirements in the person specification. Be sure to provide evidence of additional aspects such as training and qualifications together with your background and experience within the personal statement.

Covering letter

You may wish to include a covering letter of no more than two sides of A4 paper and at a font size of no less than Arial size 11.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turn round. Preferred referees are your last two employers and you should provide their official organisation email address for us to contact. One referee will be your last Headteacher or Chair of Governors.



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